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ABSTRACT

A survey of the present reference resources was conducted as part of the Appalachia Improved Reference Services, a federally funded program to up-grade reference services in eight libraries in four counties in East Central Ohio. General recommendations include: (1) the libraries need recent materials, especially text type materials in the basic sciences; (2) the libraries need up-to-date solid materials in the areas of economics, banking, insurance, real estate, and statistics and (3) the libraries should concentrate on weeding in order to provide needed space and to eliminate useless, out-dated materials that is giving wrong information to patrons. In addition to these general recommendations, specific reccmmendations are given for each of the libraries. Appendix A contains a list of fifty recommended basic reference tools. Appendix B is "Holdings of Surveyed Libraries in ALA's 'Reference Books for Small and Medium Sized Public Libraries.'" Appendix B is not reproduced here because it consists of a 143 page checklist. (MF)

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An Evaluation of Reference Resources in Eight Public Libraries in Four Ohio Counties

LT 002390

by

Robert H. Donahugh

ERRATA

Pg. 7, line 11 ..."following:"

Pg. 12 TOTAL REFERENCE VOLUMES 350

Pg. 22, line 6 ..."architects"...

Public Library of Youngstown and
Mahoning County
Youngstown, Ohio
1970

C O N T E N T S

Introduction 1

Uhrichsville 4

Dennison 7

Bowerston 9

Newcomerstown 11

Coshocton 13

Millersburg 17

Dover 20

New Philadelphia 24

Comments 29

Recommendations 32

Appendix A: Recommended
Basic Reference Collection 38

Appendix B: Holdings of Surveyed
Libraries in ALA's Reference
Books for Small and Medium-
Sized Public Libraries 41

ERIC Users Please Note: Appendix B is not reproduced here. This section consisted of a checklist 143 pages in length.

ERIC/CLIS

INTRODUCTION

As part of AIRS (Appalachia Improved Reference Services), a federally funded program to up-grade reference services in eight libraries in four counties in East Central Ohio, it was necessary to conduct a survey of present reference resources in the libraries concerned. The libraries involved in the project are as follows:

1. Bowerston School District Library
2. Uhrichsville Public Library
3. Dennison Public Library (Uhrichsville and Dennison together form the Claymont School District Library.)
4. Coshocton Public Library
5. Dover Public Library
6. Holmes County Library (Millersburg)
7. New Philadelphia - Tuscarawas County District Library
8. Newcomerstown Public Library

The surveyor was engaged to evaluate the reference collections in the libraries and make recommendations, with special attention to the areas of business and industry. Because the surveyor does not drive a car, it was necessary to set up an elaborate scheme of pickups and deliveries, all of which meshed beautifully. A car would appear, the door open and a librarian would beckon. The surveyor would be whisked to a library and later to another place where another car would appear. It smacked of "Mission Impossible" but turned out to be a bonus. Riding with the various librarians the surveyor was able to talk and learn about the area, the library, the community, the librarian, etc. A personal touch was added which, it is felt, added another dimension to the survey.

The method of surveying and evaluating was fairly simple:

1. The reference collection was examined as to coverage, up-to-dateness, relation to community and relation to the project. Each librarian was asked to provide a profile of the community served and recent statistics.
2. The circulating collection was superficially examined. Since the card catalog is one of the basic reference tools in a library, the circulating collection must serve as reference support.
3. The list of magazine holdings was gone over, and each librarian was asked what reference books were on order.
4. A personal interview with each librarian was held.
5. Before the survey took place, holdings were marked for each library in ALA's Reference Books for Small and Medium-Sized Public Libraries (1969). A copy of this was given to the surveyor, and this is reproduced in this report as appendix B.
6. A general meeting was held with all the librarians concerned before the survey began.

As the survey progressed, a pattern began to emerge. After the last library was looked at (New Philadelphia), an informal meeting was held with the librarians of New Philadelphia and Dover to share some preliminary observations.

In the following report each library is discussed in the order in which it was visited. An overall view follows, and the report concludes with comments and recommendations. I must thank the librarians and their staffs from all the libraries. Their splendid cooperation and their enthusiasm made mission impossible possible. Whatever the weaknesses discovered in the book collection, the great strenths of these libraries

lie in their librarians who are far-sighted enough to know that some kind of cooperation is their only salvation.

Note: For the sake of ease in typing and reading I have not underlined book titles.

Another note: Again, for the sake of conciseness and readability I have indicated a lack or presence of an item in one library but have not necessarily listed all libraries having or not having the same items. Individual holdings can be checked later.

- Robert H. Donahugh

UHRICHSVILLE

Uhrichsville and Dennison are twin cities. Together they form the Claymont School District, and their libraries together form the Claymont Public Library. However the two libraries are separately staffed and conduct independent book selection, ordering, cataloging and service. There is cooperation of a sort, but on the whole they may be considered two separate libraries, only a few blocks apart, serving two communities that seem to overlap.

Population of Uhrichsville is approximately 5,800. Many of the workers go to Dover and New Philadelphia. The clay industry in the area is dwindling, although there are nearly forty diversified industries in the area, most of them employing under 100 people. The Claymont Board owns an empty lot on which some day, hopefully, a new consolidated library can be built.

For some statistics, see Figure I.

TOTAL VOLUMES IN LIBRARY	20,852
TOTAL REFERENCE VOLUMES	424
CIRCULATION (1969)	28,051
REGISTERED BORROWERS (ADULT)	510
REGISTERED BORROWERS (JUVENILE)	261
POPULATION	5,800
BOOKS ADDED 1969	344

FIGURE I

As usual, the figures are misleading. Over 150 shelves in the library are filled with fiction; in addition, there are nearly 20 shelves of YA type fiction. The reference count includes five sets of encyclopedias

(none dated after 1965) and all volumes of the CBI shelved in the back. Among the circulating books are six old encylcopedia sets (Britannica 1950, Colliers 1954, Comptons 1956 and 1964, Americana 1958 and a 1914 New International) which get heavy circulation, probably because of the lacks in the regular circulating non-fiction collection. In this area there were few books on math and only three books on chemistry (1942, 1944, 1966) plus the 1960-61 Handbook of Chemistry and Physics. In fact, there are less than seven shelves of 500's and 13 of 600's, most of them out-dated. There were two general psychology books on the shelves, 1957 and 1933; three books in the 326 class; one general economics book, 1937; and one insurance book, a 1962 Tutortext. All of these have circulated fairly well, indicating that there is a need for material.

The reference collection is almost adequate as far as encyclopedias and biographical works are concerned. However, the encyclopedias are now five years old or more; and the biographical works are only the most basic (DAB, Who's Who in America, Current Biography, Kunitz series and a few others).

It is in the field of the sciences and the social sciences that the reference collection is most lacking. The Popular Science Encyclopedia of the Sciences (1963); the four-volume Harper Encyclopedia of Science (1963); a medical dictionary (1956). That's about it.

In literature there are only Granger, the Short Story Index, some Oxford companions and a 1944 Stevenson's Quotations.

Even in history the volume of Commager's Documents in American History is the 1949 edition. Thus, desperately needed are up-to-date materials in most classes, but especially in science.

On order or in process are the 1970 Handbook of Chemistry and Physics,

the Merck Index, Who's Who in America, Who's Who and a few other items. The librarian realizes the limitations of the collection. She also is aware of developing demand. Patrons are divided about 50/50 between students and the general public. However, there isn't much to be done with a materials budget (books, periodicals and binding, adult and juvenile) of $4,902, the amount available in 1969.

Some obvious lacks, in addition to ones previously mentioned:

1. The Ohio Roster of Municipal and Township Officers is an old one. The librarian is awaiting a gift of the latest one.
2. No Roster of Ohio Manufacturers.
3. No formulary book.
4. American Colleges and Universities is 1960; Lovejoy, 1967.
5. Ohio code is 1948; Baldwin's, 1963.
6. No historical atlas.
7. Pamphlet file has references in the regular card catalog, but weeding and up-dating and expansion need to be done.
8. No Federal tax guides.
9. No Facts on File.
10. The periodical file is insufficient. Some magazines not currently subscribed to that probably should be:
    a. Business Week
    b. Congressional Digest
    c. Forbes
    d. Nation
    e. Psychology Today
    f. Science
    g. Space World

In addition the Wall Street Journal or Daily New York Times should be available. If funds will permit, even more periodicals should be added.

DENNISON

The twin of Uhrichsville was formerly a railroad town, but there are only two trains a day now. The public library is located in the City Hall. It is unbelievably crowded and gives the over-all impression of a second-hand book store in New York's lower East side.

The reference collection is virtually useless. Adult encyclopedias are quite dated: 1948, 1942 and a 1962 World Book; and the children's encyclopedias are only slightly better: a 1965 Compton's and circulating copies of the following Compton's (1947), Britannica Junior (1937 and 1948), World Book (1951) and Childcraft (1954).

Biography comes off best with the DAB, Who's Who in America (1970-71 and earlier volumes) and scattered issues of Uhrichsville's Biography Index discards. The Congressional Directory is for 1968; there is a Science Year for 1969 and a 1965 Lincoln Library. The Stateman's Yearbook is 1950, but there is an up-to-date World Almanac kept at the desk. Atlases are not as up-to-date as they should be - the maps have changed since 1923. (Goode's) although there are a 1961 Hammond, a 1949 EB and a 1962 Curtis-Doubleday. A set of Grove's, a new Larned History, Oxford companions, a third edition of Granger and scattered one-volume works (Motor's, 1968; National Catholic Almanac, 1969; Webster's, second and third; Audel's Mechanical Dictionary, 1942; etc.) A total of 248 reference books.

Some statistics are in Figure II.

TOTAL VOLUMES IN LIBRARY	17,312
TOTAL REFERENCE VOLUMES	248
CIRCULATION (1969)	33,338
REGISTERED BORROWERS (ADULT AND JUVENILE)	725
POPULATION	4,195
BOOKS ADDED 1969	701

FIGURE II

Again, some comments on the statistics. There are about 371 shelves of circulating books. Here, as in some other facilities, it is difficult to count precisely because non-adjustable, non-standardized shelving and book cases are used; but a good estimate is 371. Of these, 161 shelves hold fiction; and 210 hold non-fiction. Because the entire Time-Life series on science and nature was purchased, there is better coverage here than in many places for science on a popular level. There were two general psychology books on the shelves (1934 and 1948) and one 1965 economics paperback. There were 24 shelves of 600's, in general shabby and out-of-date. There seems to be a good selection of recent books except in the area of Negroes, civil rights, etc. Although there are Negroes living in the area and using the library, the collection did not have the Negro Almanac, Soul on Ice or anything by James Baldwin except Another Country. Medical books need up-dating.

Again, lack of funds is a major consideration. There is no precise book budget, but the librarian believed she could probably spend $4,500 without anyone saying anything.

There is a vertical file, and it is jam-packed. Some college catalogs are in there.

The librarian feels there is a definite need to acquire more and better books in science, business and technology. There is also a need for literary criticism. Space has gone way beyond the problem stage.

The periodicals subscribed to are mostly recreational in nature. Again, there is no room to keep many back issues although much use is made of the periodicals.

Dennison, like Uhrichsville, does its own selection, ordering and cataloging - independantly.

Dennison is primarily a popular library, and only massive injections of money can make it anything else.

BOWERSTON

Bowerston Public Library is located in a town of 475 in Harrison County but serves the surrounding area of Leesville, Sherrodsville and Scio. In addition library service is made available to summer residents at Tappan Lake, Atwood, etc. The building is new and attractive. There is some industry in the area, but many residents work in New Philadelphia and even Canton.

Statistics for Bowerston are in Figure III.

TOTAL VOLUMES IN LIBRARY	19,626
TOTAL REFERENCE VOLUMES	(17 shelves) volume count not available
CIRCULATION (1969)	25,418
REGISTERED BORROWERS (ADULT AND JUVENILE)	630
BOOKS ADDED 1969	791

FIGURE III

A rapid shelf count of Bowerston's circulating collection revealed that there are 234 shelves devoted to fiction and 103 to non-fiction. The non-fiction is meagre in quality as well as in quantity. There was no general psychology book on the shelves, but the Time-Life book, The Mind, was listed in the catalog. There were 38 books classed in the 330's and 21 in the 364's (crime, mostly sensational). Nearly everything Time-Life puts out was in the collection: science, cook books, etc. although the latter haven't circulated, except for the spiral-bound recipe pamphlets. There is one chemistry book (1957) which had circulated widely, but there are very few math books. There is not even a shelf of business books, but there are eleven shelves of history books. In general the circulating collection is attractive, well-maintained and geared toward recreational reading of the less demanding sort.

In regard to the reference collection, there is both less and more than meets the eye. What is there is good, if sometimes outdated. Encyclopedias are 1962, 1965 and 1967; and there is a 1960 McGraw-Hill Encyclopedia of Science and Technology that is seldom used. Campbell's Reader's Encyclopedia of Shakespeare, Shepherd's Historical Atlas, a 1963 Commager's Documents, Interpreter's Bible, Who's Who in America (1966-67), the Who Was Who series, Current Biography (1960-date), Random House Unabridged plus Webster's 2nd and 3rd, and Cambridge History of American Literature (3 volumes, 1936). There are also ten volumes of the McGraw-Hill Encyclopedia of World Art, shelved down.

Some obvious lacks:

1. No Better Homes and Gardens Family Medical Guide or Book of Health. (Circulating volumes are very popular but not the right ones and not up-to-date.)

2. No American Colleges and Universities or Lovejoy. (An older circulating copy is in the collection.)
3. No vertical file. The local paper isn't even clipped.
4. No Ohio Roster.
5. Roster of Federal Officials is 1965-66.
6. Occupational Outlook handbook is 1966-67.
7. No marriage manuals or sex manuals.
8. Congressional Directory is 1968.
9. Concise DAB but not complete set.
10. U. S. Government Organization Manual is 1966-67.
11. The Readers Guide is the abridged edition.

Bowerston does its own ordering and cataloging.

The periodicals collection is rather sparse, although in addition to the run-of-the-mill stuff there are holdings for the following: Forbes, Monthly Catalog, National Observer and the Vertical File Index.

Although the surroundings are attractive and the reference collection has some foundation upon which to build, the circulating collection at Bowerston is probably 80% ephemera. Space is a problem, and many of the best books are shelved down; the pages are already breaking away from the binding in some cases.

NEWCOMERSTOWN

Newcomerstown's population is approximately 5,000. Although in Tuscarawas County it leans more in attitude and marketing toward Coshocton. The library is attractively housed in a remodeled bank on a downtown corner.

Some statistics are in Figure IV.

TOTAL VOLUMES IN LIBRARY	15,725
TOTAL REFERENCE VOLUMES CIRCULATION (1969)	26,530
REGISTERED BORROWERS (ADULT)	330
REGISTERED BORROWERS (JUVENILE)	1,450
BOOKS ADDED (1969)	665

FIGURE IV

In general, Newcomerstown's reference collection is a fairly well-selected group of books designed to answer ready-reference questions and many homework needs. Encyclopedias are reasonably up-to-date (1965, 1966, 1967 and 1969). Current Biography is here (1960-date), and Who's Who in America (1966-67). A 1935 Who's Who is also on the shelves. Up-to-date almanacs are available, but Scott's Stamp Catalog is 1966. The DAB and DAH are here as is the New Learned History and the March of Democracy. The complete Time-Life science series and country series are shelved separately; they are widely used. On display also are the Roster of Federal, State and County Officers, municipality Population Reports, New Century Encyclopedia of Names, and the 1968 Van Nostrand. Both Webster 2d and Webster 3d are here. Circulating encyclopedias include a 1947 and 1953 Americana and Colliers for 1959, 1961 and 1963. Also circulating is a 1969 American Peoples.

There are approximately 85 shelves of fiction and 110 shelves of non-fiction in the circulating collection. In general psychology there were texts dated 1907, 1921, 1945 and 1951. A business law book for 1968 is available. There are five shelves of 500's and thirteen of 600's. Chemistry books were dated 1953 and 1957; physics, 1955 and 1957 - all had heavy use. The Standard Handbook for Electrical Engineers was

dated 1930. The Better Homes and Gardens Family Medical Guide was in circulation and out.

The history books are heavy on U.S. history and World War II. There are three drawers of a vertical file.

Some lacks:

1. No book on banks and banking
2. No economics book dated after 1941
3. No Occupational Outlook Handbook
4. No Ohio code

The magazine list contains the usual general magazines plus a few strictly recreational ones (Argosy, True, etc.) Patron use is estimated at 60% general and 40% student. In general, the librarian feels most demands are met either in the library or through interlibrary loan. The librarian lists as chief needs: building up science section, arts and crafts books, a microfilm reader and microfilm and more history books.

The general, over-all impression of the Newcomerstown is of a library that is better than some but that could be better. (There was nearly $9,000 left in their account at the end of 1969.) The book collection, of course, needs strengthening and up-dating; but there is some foundation on which to build.

COSHOCTON

Coshocton Public Library was the first examined to contain a separate reference room (New Philadelphia is the only other one), but Coshocton does not have a full-time reference librarian. The book collection is approximately 77,000, with 3,000-3,500 of these designated reference. The recently appointed librarian is doing everything possible to weed and

up-grade, but results are only beginning to become apparent.

Statistics for Coshocton are in Figure V.

TOTAL VOLUMES IN LIBRARY	77,000
TOTAL REFERENCE VOLUMES	3,500
CIRCULATION (1969)	193,551
REGISTERED BORROWERS (ADULT AND JUVENILE)	12,000
BOOKS ADDED (1969)	2,000

FIGURE V

The strengths of Coshocton's reference collection are its periodical holdings (over 250 titles) and its periodical indexes: Readers Guide, Business Periodicals Index, (1959-date) Applied Science and Technology Index (1958-), Art Index (1947-date), New York Times Index (1968 hardbound only and 1964 - March 1969 paper), Essay and General Literature Index, Biography Index and Congressional Record Index. The back issues of periodicals are kept in pam boxes (about 40 shelves). There is no binding or microfilming of magazines.

In addition to the usual reference works Coshocton has the major sets that have been published in recent years: Encyclopedia of Philosophy, International Encyclopedia of the Social Sciences, Encyclopedia of World Art, McGraw-Hill Encyclopedia of Science and Technology (1960 edition) plus yearbooks 1962-1970. The latter apparently aren't greatly used.

More specialized reference tools are often available but not always in the latest edition. For example: AMA Directory is 1963 and Directory of Medical Specialists is 1963-64. Keesing's Archives is here, but only

1965-68; (Facts on File is available 1960-date). Thomas' Register is 1965; Van Nostrand is 1958; and Gray's Anatomy is 1883. Encylcopedias are 1962-1969; and the Encyclopedia of Associations is 1964 with supplementing service 1964-1967.

The Ohio Code is available; and, in general, most of the reference books one would expect to find are here. Space is at a premium. The librarian is currently involved in a program of agressive weeding and, hopefully, some seldom or never-used items (e.g., a 1901 Century Dictionary that is quietly disintegrating) can make way for up-to-date items.

The vertical file is composed of eight drawers. There is a separate local history VF that is kept locked. The general file is badly in need of up-dating. For example, there are no folders for the following subjects: Abortion, Pollution or Ecology; the folder for Drugs has the 2 free flyers from the Ohio Attorney General; the folder for Negroes in the U.S. has a 1947 issue of Ebony and two sections from other publications. There is a folder labelled "Academic Francaise" containing a clipping from a 1935 Christian Science Monitor. There are lots of World War II Office of Education pamphlets scattered throughout various folders.

The Ohio history and local history collection is fairly substantial for a library of this size.

Upstairs in an old former auditorium there are many things in storage: the 1945 Census of Agriculture; Congressional Directories, from 1931 (broken); Geological Survey of Ohio; Ohio Archaeological and Historical Society publications; set of The Great Books; etc. Also upstairs are some uncataloged gifts. There are many sets of standard authors but also some items that deserve cataloging and being made available to the public; e.g.,

1. Ninth edition of Britannica in excellent condition

2. Mac Quaid's HISTORY of ENGLISH FURNITURE (4 volumes)

3. Ware's THE GEORGIAN PERIOD (3 volumes)

4. The Times Atlas (1895)

In the circulating collection it is obvious that recently a real effort has been made to strengthen the collection; but, naturally, more needs to be done. There are two shelves of psychology books, they are heavily used, but they need more. There are nearly two shelves on the Negro, including improtant works like Myrdal. There is a good selection of recent books on investments, and they are heavily used.

There is a desperate need for more and newer math books, chemistry books (none on shelves dated after 1961 - and all those were gifts), physic books, biology, zoology, botany, etc. There is a good selection of machinists and engineering books, but more recent volumes are needed. There is an elaborate collection of cook books. The 808's need weeding desperately; and history seems good for England and the U.S., but the rest of the world is sparsely covered.

According to the card catalog, the latest economics book is 1963, and books on banking are inadequate. There are two or three titles on statistics, one dated 1968.

According to the librarian, patrons' use is about 60 per cent general and 40 per cent student; reference use is about 50/50. In his profile submitted to the surveyor the librarian made a point that is true for all other libraries in the group:

"We are getting very few requests for service from the business, industrial and retail sectors of the community. This is probably due to an ineffectual and obsolete book collection and the need for a better disciplined and trained staff. With a strengthened book collection,

better trained staff and adequate publicity, this sector could represent a potentially great usage of the library."

Because of a substantial advertising industry in the area, the library would seem to need heavy doses of books on the fine and graphic arts. But, of course, more and newer books in virtually all areas are needed. The priorities, I would guess, would be basic science, business and industry and the social sciences.

Coshocton's collection, particularly its periodicals, is strong enough to build upon. Its chief needs are in up-dating and weeding and replacement, and work is already going forward on these.

MILLERSBURG

The Millersburg Library, which operates five branches and a bookmobile for Holmes County, is located in an attractive store-front facility in downtown Millersburg. Although the book collection is small, it is judiciously chosen and kept weeded fairly well, mostly because of space limitations.

Statistics for Millersburg are in Figure VI.

TOTAL VOLUMES IN LIBRARY	33,560
TOTAL REFERENCE VOLUMES	501
CIRCULATION (1969)	48,926
REGISTERED BORROWERS (ADULT AND JUVENILE)	7,884
BOOKS ADDED (1969)	2,045

FIGURE VI

The encyclopedias in Millersburg are reasonably up-to-date: a 1970 World Book, a 1961 Americana (with yearbooks 1964-1970), a 1965 Americana, a 1962 Britannica (with yearbooks, 1963-69) and a 1962 American People's (with yearbooks for 1962 and 1964). There is the 1960 McGraw-Hill Encyclopedia of Science and Technology, Hastings Encyclopedia of Religion and Ethics, DAH, DAB and the usual other reference works. Lange's Handbook of Chemistry (1967) and a 1970 Dictionary of Technical Terms are also here. Millersburg uses the device of interfiling reference-type circulating books with regular reference works. Thus, a circulating 1956 Britannica, a circulating 1961 Americana and the Interpreter's Bible are filed with reference. Between the two reference sections are two sections of oversize books.

The vertical file has an index and color-coded subject cards in the regular card catalog. All items have a date marked on them. There is no folder for Abortion, Pollution or Ecology; but there are folders with material for Drugs, Accidents and Negroes. More work needs to be done on the VF, but there is a pretty good start.

There are superb scrapbooks maintained on Holmes County as well as a separate Ohio and Holmes County collection which contains the Directory of Ohio Manufacturers, Roster of officials, etc. There are telephone directories for Canton, Columbus, Dover and New Philadelphia.

Millersburg is a depository for Ohio documents, and there are three file cabinets of them in the basement. Also in the basement are bound volumes of newspapers, Ohio Archaeolgoical items and miscellaneous overflow and gifts. The non-fiction overflow downstairs contains many worthwhile items (history, biography, etc.) for which there is simply no room upstairs.

The circulating collection is generally attractive and in good condition. There is an emphasis on religious works (they are used), but general psychology is poor - one text: 1941. There is a small but judicious selection of books on current events, but Semenow is 1952 (there's another real estate book dated 1969) and only one economics book on the shelf, 1963. Math and science books are sparse, as are recent medical guides. There are very few technical books; their engineering book is 1936. Handyman's books are plentiful. Literature is poorly represented, mostly containing series and anthologies. The drama section is poor. The history section is small, but there has been an obvious effort to have recent books on most major countries of the world. Commager's Documents is the 1949 edition.

According to the card catalog there is no book after the 1930's on banking, none on economics since 1963 and only three books on statistics, only one of which is usable. There must be complete holdings of Grace Livingston Hill and Zane Grey.

In a recent questionnaire survey Millersburg patrons voted most to expand reference collection even though the vast majority of reading preference was for novels. As is true of the other libraries in the group, great use is made of interlibrary loan and the State Library: 4,896 books were borrowed in 1969, nearly double the amount of five years earlier.

Millersburg utilizes the McNaughton Plan for providing a variety of recent fiction and non-fiction.

Magazine titles are fewer than 70, and they are chiefly the general ones.

With the money and facilities available, Millersburg has succeeded in providing a reasonably good circulating collection. Its reference

collection, however, can handle only basic ready reference questions and general homework assignments.

DOVER

The Dover Public Library is approximately twelve minutes by car from the New Philadelphia Public Library. Like Dennison and Uhrichsville, these two are twin cities--practically Siamese Twins. Dover's library is housed in a relatively new building that is attractive and inviting and has space in the basement for storage and expansion.

Some statistics for Dover are in figure VII.

TOTAL VOLUMES IN LIBRARY	54,328
TOTAL REFERENCE VOLUMES	2,272
CIRCULATION (1969)	84,438
REGISTERED BORROWERS (ADULT AND JUVENILE) - ESTIMATE	10,500
BOOKS ADDED (1969)	1,996

FIGURE VII

The statistics need a bit of clarifying. Although Dover does have a fairly large reference collection many of the items included in the count are out-dated or superceded items kept in storage. In addition, of the total volumes 26,000 are juvenile; and over 9,000 are adult fiction.

The reference collection is large for a library of this size, and there is pretty good coverage of the various disciplines. Encyclopedias are reasonably up-to-date: a 1969 Britannica, a 1967 American People's, a 1968 New Book of Knowledge, a 1969 Americana with 1962 and 1963 annuals and a 1967 Colliers and a 1969 World Book with 1963 and 1965 annuals.

There is also a 1966 Grolier and a reprint of the Ninth Britannica. The Cambridge Bibliography of English Literature is here but not the Cambridge History of English Literature; nor is there Baugh's Literary History of England. Hastings and the New Catholic Encyclopedia are here as are the Encyclopedia of the Social Sciences (1933) and the International Library of Negro Life and History. Groves, Essay Index (bound volumes only) and the Encyclopedia of World Art are also here.

Dover was one of the few libraries to have the 1970 edition of Roberts Rules of Order. Also present are a 1969 Ayers and a 1968 Encyclopedia of Associations.

A strong point in Dover's favor is the fact that it makes an effort to keep up-to-date information on law in the State of Ohio although there is no U.S. Code. There is a fairly good collection of individual handbooks in the technological area, although some need up-dating. The absence of the New International Encyclopedia of the Social Sciences is regretable.

Some oddities: a 1960 Social Work Yearbook, but no others; a two-volume Benedictine Bibliography; 1969 almanacs shelved with reference but 1970 volumes kept at desk with medical encyclopedias, slang dictionaries, Valley of the Dolls, etc. The usual dictionaries are here plus the Random House Unabridged. (It is a surprise that the libraries in this group virtually ignored the recently published American Heritage Dictionary.)

Some of the items that need up-dating:

1. AMA Directory (1956)
2. Biographical Directory of the American Psychiatric Association (1st ed., 1958) - 4th ed., 1968 available)
3. Radio-Electronic Master; official catalog of electronic products (1960)

4. Perry's Chemical Engineers Handbook (1950)

5. Morrow's Maintenance Engineering Handbook (1957)

On the plus side Dover had 1970 editions of both Poor's Register and Thomas Register. On the minus side are the few old telephone books for the 1960's--New York, etc. Other items that need up-dating:

1. American arthictects Directory (1956)

2. Focal Encyclopedia of Photography (1956)

Literature has fair coverage; and history and biography have rather good coverage, although the Commager is the 1963 edition. American Men of Science is the 1955 edition; the new 12-volume set is available.

There is a separate juvenile reference collection with reasonably up-to-date encyclopedias and some older circulating ones.

The vertical file (9 drawers) needs a great deal of attention. There are no folders for Abortion, Ecology or Pollution. Drugs contains one old item; Negroes has two Public Affairs Pamphlets (1955 and 1962) and Social Security contains a 1963 handbook and some other items; but the official government items are either not there or are not up to date.

In the basement there are standard tools in the Catalog Department and on storage shelves plus old encyclopedias and older volumes of annuals, etc.

The 1970 Encyclopedia of Associations is in process and the 1970 Commodity Yearbook, Municial Year Book and new Ulrich are on order.

The circulating collection is fairly large and well-kept but badly needs weeding. There is too much fiction. General psychology is weak although popular; child psychology is pretty good. Current social problems receive some coverage although controversial books by people in the news are not here (e.g., Soul On Ice, Woodstock Nation, etc.) There

are two shelves of math books. More are needed. Only two general physics texts were on the shelves (1956 and 1969), and they have received heavy use. The engineering collection needs much strengthening. The literature collection is not bad, but the travel collection could use some aggressive weeding.

History needs beefing up. For example, there is one book on Holland (All the Best in Holland, which is really a travel book but classed here as history and dated 1950). There is no complete coverage of countries although there has been an obvious attempt to gather books on Africa and Asia.

Student use is heavy--the librarian estimates it's two-thirds student use to one-third general public, in the reference area especially. More periodicals and periodical indices are needed. Only Readers Guide is here.

In general, Dover seems to have a pretty good basis on which to build a more sophisticated reference collection. Outside the various items that need up-dating and the few gaps that need filling, a solid foundation is there.

Dover subscribes to 144 periodicals. Most are typical, general magazines; but there are some special items not carried in most other libraries in the group:

American Historical Reveiw

Commentary

Department of State Bulletin

Dun's Review

Electronics

Electronics World

Foreign Affairs

Journal of Higher Education

UN Monthly Chronicle

The papers include the local paper, Wall Street Journal (3 months), Cleveland Plain Dealer (3 months), and the Sunday New York Times. An obvious need is back issues on microfilm; Dover already owns a reader.

Because of the relatively large size of the reference collection and the tradition of maintaining it, Dover can probably answer most day-to-day reference needs of the general public and the homework assignments of high school students. They cannot approach adequacy for the business community or Kent State students (regular and extension) without strengthening and up-dating reference, circulating and periodical holdings.

NEW PHILADELPHIA

The New Philadelphia-Tuscarawas County District Library is the only library in the group that has a full-time reference librarian. It also has a separate reference room and a section in another room devoted to business and technology.

Statistics for New Philadelphia are contained in Figure VIII.

TOTAL VOLUMES IN LIBRARY	85,603 (53,562 adult) (34,585 adult main library)
TOTAL REFERENCE VOLUMES	1,764
CIRCULATION (1969)	100,502 (Main)
REGISTERED BORROWERS (ADULT AND JUVENILE)	22,697 (county-wide)
BOOKS ADDED (1969)	2,073 (Main)

FIGURE VIII

Because New Philadelphia operates a bookmobile and services branches, and also because any Tuscarawas County resident can use its facilities, the statistics may be a bit confusing. Suffice it to say, the collection is being built as quickly and as sturdily as funds will allow.

The regular reference collection contains the usual items. The latest encyclopedia, unfortunately, is 1968; but there is a collection of yearbooks up-dating through 1970. The McGraw-Hill Encyclopedia of Science and Technology is the 1966 edition; yearbooks for 1963 and 1965 are available but none more recent. The Essay Index stops in 1964, but there seems to be an ordering problem here that is being resolved. The old Encyclopedia of Social Science is here but not the new one.

Psychology and philosophy are poorly represented; the collection contains the New Catholic Encyclopedia but not the Encyclopedia of Philosophy. As in the other libraries in the group, the Congressional Directory is for 1968. Ayers is the 1968 edition. Other items that are out of date are as follows:

1. American Colleges and Universities (8th ed.) - the 10th is available
2. Scott's Stamp Catalog (1968) - only the current one, supplemented by the monthly Stamps is valid
3. Handbook of Chemistry and Physics (44th ed.) - 50th is available
4. Thompson's International Cyclopedia of Music and Muscians (1958) - 1964 is available
5. Focal Encyclopedia of Photography (1956) - later ed. available

Literature and criticism needs beefing up in the reference collection. (The circulating collection is pretty good.) Some suggestions: Baugh's Literary History of England 2d edition; Campbell's Reader's Encyclopedia of Shakespeare; works on foreign literature (e.g., Encyclopedia of World Literature in the 20th Century (Volumes 1 and 2 now available). The

46 volumes of the Library World's Best Literature could perhaps be withdrawn or put into mothballs and replaced by the complete set of the Prentice-Hall series on criticism of authors, since New Philadelphia does not have all the journals and books from which the Prentice-Hall collections are drawn.

The Encyclopedia of World History is the 1952 edition; the 1968 is available. The Columbia-Lippincott Gazateer is the 1922 edition and the Webster's Geographical Dictionary is 1949. The 900's are, in general, weak on books on individual countries of Africa, Asia, Europe and South America; but the U.S. is well covered. The DAB is present, but where is Supplement I? Supplement II is on the shelves but not listed in the card catalog.

The Negro Handbook is on the shelf, classed 973, but there is no Negro Almanac or American Negro Reference Book. The Who Was Who in America set is complete, which means two shelves of old Who's Who's in America could be withdrawn or put into mothballs. World Who's Who in Commerce and Industry is 1961. Long runs of World Almanac and Statesman Yearbook are kept on shelves in the reference because there is no storage space. Commager's Documents is the 1949 edition (1969 is available). Also noted as not in the collection (reference or circulating) is the new edition of Growth of the American Republic (6th ed.).

It is in the area of business and industry that the most growth and attention are evident. A separate reference collection and circulating area has been arranged in a separate room, although a large collection of up-to-date telephone books is kept in the regular reference room.

Moody's services are here and up-to-date. Thomas' Register is, however, the 1966 edition. The Dun and Bradstreet Million Dollar Directory and Middle Market Directory (both 1970) are here. Part of an old Sweet's Catalog is here, but it is 1966. The technical handbooks are not as

complete as Dover's and badly need strengthening and up-dating. All 330's should probably be moved in with the business and industry collection.

In the circulating collection, money and banking books are sparse and out-dated but used. Accounting books are desperately needed; even the old ones circulate well. More generalized as well as the more specialized items are needed. More auto repair manuals are needed. What is available is always out. No recent psychology texts are in; yet a 1956 edition of Munn has circulated four times in 1970 alone.

New Philadelphia seems to have the largest and most usable collection of circulating books on current events and current problems, and they are heavily used. Soul on Ice, for example, has circulated nine times in 1970. There are general math books, but more, more, more are needed. As is the case in all the other libraries in the group, more books on chemistry and physics, etc., are needed.

There is something of a space problem here, but the 818 and 817 and religion sections could be aggressively weeded. The Shakespeare section is poor and could use some single volume editions (Yale or the Penguin or Signet, prebound) to take the place of the old ones. Biography and history sections have broad coverage, but the collection looks rather shabby and could stand some rebindings. The education section badly needs going over for weeding and up-dating with new editions.

The vertical file is the best is the group of libraries, perhaps reflecting the fact that there is a full-time reference librarian to work on it. Some subjects need up-dating: Economics, individual countries; but on the whole, most current subjects (Drugs, Abortion, Pollution, etc.) are reasonably up to date. Unfortunately the 1960 Social Security Handbook has not been replaced although a 1963 one is

cataloged. Medicine has pams from 1953 and 1955 and a career item for 1966.

According to the librarian the public served is about sixty percent student and forty percent general. Dominant in reference work are history, science and technology, literary criticism and local history.

New Philadelphia has 248 magazine subscriptions, some of them fairly sophisticated; such as:

Annuals of American Academy of Political and Social Science

Daedalus

Foreign Affairs

Harvard Business Review

Monthly Labor Review

Nation's Business

Ramparts

Trans-Action

Yale Review

There is, unfortunately, no means of telling how much they are used or how frequently they circulate.

In general, the New Philadelphia reference collection is satisfactory as far as ready-reference or homework-type questions are concerned. It is committed to service to business and industry and has made a good start in this direction. In science and technology, much is to be done. More could also be done in the literature area.

COMMENTS - IN GENERAL AND IN PARTICULAR

The eight libraries whose reference collections I examined during this whirlwind survey have really only one thing in common: dedication of the librarians to improving and extending service to their communities. True, all collections, if lumped together, would form a respectable resource. But they are not lumped together. They are separated by from five to thirty-five or more miles of beautiful countryside.

They do have several things in common:

1. Their patronage is fairly evenly divided between students and general public.
2. There is potential growth in both industry and recreation.
3. Their staffs, if small and not extremely trained, are capable and willing to serve.
4. Their boards are evidently far-sighted enough to recognize some kind of cooperation among neighboring libraries is essential.
5. Their librarians are all aware of inadequacies, even though not completely aware of how extensive the inadequacies are, and are anxious to do something about it.
6. Their librarians and board members are all cooperative and have unusual support.

In general, all the libraries seem to be doing a fairly good job in supplying recreational reading for patrons. The fantastically large percentage of fiction holdings, especially in the smaller libraries, is proof enough of this. But even the non-fiction holdings are not solid or up-to-date enough to serve educational needs of patrons. I think the libraries have to decide what they want to do: do they want to continue to entertain or help people pass the time; or do they want to

furnish educational materials? The fact that the libraries got together to work on this project would seem to indicate the latter course is what they want to commit themselves to. The three large libraries (Cochocton, Dover and New Philadelphia) have made noticeable efforts to supply the more meaningful, more technical, more difficult books. This is not to imply that the smaller libraries have ignored completely solid materials; they have, in many cases, supplied some on a limited basis; there are many reasons--insufficient funds for the more technical, more expensive works; lack of sophisticated review and selection materials, lack of trained staff; lack of demand until recent years; etc. And even the larger libraries have not been able to keep up with recent materials in the sciences, technology, social sciences, etc. ALL LIBRARIES NEED RECENT MATERIALS, ESPECIALLY TEXT TYPE MATERIALS IN THE BASIC SCIENCES: PHYSICS, CHEMISTRY, MATH, BIOLOGY, BOTANY, GEOLOGY, ETC. ALL LIBRARIES NEED UP-TO-DATE SOLID MATERIALS IN THE AREAS OF ECONOMICS, BANKING, INSURANCE, REAL ESTATE, STATISTICS. These materials are needed in both reference and circulating collections, but they would probably be most useful at first in the circulating area.

An in-depth examination of the circulating collections of all libraries is called for, but this would probably be too time-consuming and expensive; so I will cover this aspect in my recommendations in a slightly different way.

Weeding is essential--to provide needed space and to get rid of useless, out-dated material that is giving wrong information to patrons. Fiction needs to be drastically weeded. The eight libraries in this group will have to stop preserving Western civilization in fictional form.

Some collections should be rearranged. Dennison is a shambles and should be weeded and rearranged in a logical manner. Bowerston needs to

weed and rearrange its shelving so that its expensive reference items (e.g., Encyclopedia of World Art) are not shelved down, breaking bindings. New Philadelphia needs to get long runs of annual reference volumes and out-of-date sets out of the reference room and into a storage area. Dover could consider re-arranging its shelving (waist-high) so that it doesn't make patrons feel like white mice in a maze. Coshocton is planning moving into a remodeled facility; so for the present the most they can do is continue as best as possible. The fact remains, reference collections to be useful must be properly arranged, logically arranged. An area should clearly be a reference area; and the books in this reference area should be usable ones, up-to-date ones. I strongly feel if you don't have the reference material that is up-to-date (in certain areas), it is better to toss out an older one that is wrong or misleading and obtain correct information elsewhere.

RECOMMENDATIONS

1. Co-ordinated book selection and reviewing is essential for the libraries in this group--and possibly for neighboring libraries who may wish to avail themselves of this service. There should be a central display area where the librarians can come to examine new books, new reference books and materials, compare new and old editions, learn how to use new sources, etc. Perhaps monthly book meetings would be helpful, if only on an informational level. No one library in the group has all the sophisticated book selection and reviewing tools needed to acquire books of the stature they have all expressed need for. Choice, New Technical Books, Science Books Quarterly (AAAS) and many other review and selection sources are needed. They could be routed; one copy of a book could be purchased by a large library, evaluated and displayed for examination and consideration by a smaller library. But selecting scientific and technical books, as well as literature, history, etc., from the tools at the disposal of the libraries studied is hopeless. It is even wasteful to have all libraries buy the Children's Catalog, Public Library Catalog, etc.
   ALTERNATIVE: IF AN ALSO IS WORKED FOR, A CENTRAL AGENCY COULD PERFORM THIS FUNCTION AND A SEPARATE COLLECTION, UPON WHICH ALL COULD DRAW, MIGHT EVOLVE.
2. The large libraries will have to specialize. There is not world enough or time (or money or staff) for all the libraries in the group to beef up. The smaller libraries would require too much beefing up all around. The three large ones could not even be all things to all men. My recommendations for specialization are as follows:
   a. New Philadelphia could specialize in business. They have already a good start on business and investment services. They could expand

this and share their knowledge on an inquiry basis with the other libraries.

b. Coschocton could be the documents center... An effort should be made to acquire government documents and suggest more useful ones to the cooperating libraries.

c. Coshocton is also the logical library to specialize in periodical holdings. They have a good start, and they have the indexes. However, because of distance problems, it might be wise to consider having Dover a periodical center too. This would mean Dover acquire more periodical indexes. It also means that the library (or libraries) specializing in periodicals must acquire a microfilm reader-printer and microfilm. Magazines out in circulation cannot be a reference source. Should both Dover and Coshocton be periodicals specialists, they should cooperate in holdings and avoid unnecessary duplication.

d. Millersburg should be a pamphlet or vertical file specialist. Not that one of the three large libraries couldn't do this, but they will have enough with their own specialties. Millersburg could expand its vertical file holdings, keep up to date and recommend to other libraries in the group pamphlets that would be most useful to them. They could also assist New Philadelphia in (e).

e. New Philadelphia, as part of its business specialty, should initiate an elaborate technical vertical file--pamphlets, etc. on all aspects of business and industry. As stated above, Millersburg could assist in this.

ALTERNATIVE: SOME OF THE ABOVE SPECIALTIES COULD BE ABSORBED BY AN ALSO.

3. Local history and local industry files must be enlarged, or initiated, at all libraries.

4. All libraries, obviously, need up-dating and strengthening in both reference and circulating collections. This is impossible in a crash program and unlikely in the case of the smaller libraries. I recommend all libraries have a basic reference collection as close as possible to the one I have outlined in Appendix A. I also recommend all libraries acquire a few recent titles in the basic science and business fields. (A list of suggested titles in all areas has been mailed to New Philadelphia.) But the more sophisticated reference titles can only be acquired profitably by the three large libraries which have a foundation on which to build.

ALTERNATIVE: BUY ONE LARGE SET OF SCIENCE AND BUSINESS BOOKS, RECENT AND CIRCULATING, AND MAKE THEM AVAILABLE ON A ROTATING BASIS TO ALL THE LIBRARIES. THIS IS ALSO WORKING TOWARD AN ALSO.

5. Paperbacks, uncataloged, should be used more. Get some twirl racks. These can hold young adult titles, recreational reading, etc.; and the real money can be used for more solid materials, reference and circulating.
6. All libraries should make use of some rental plan (McNaughton, etc.) so that a specific amount is spent each year on that type of book, and no more, and the books can be returned to the company without clogging up the shelves with best sellers of previous years.
7. Smaller libraries should subscribe to a few business and science magazines, so that their patrons can see results of the project; but sophisticated titles should only be stocked by Coshocton and/or Dover unless there is a demonstrated demand.
8. As part of the afore-mentioned co-ordinated book selection and

reviewing activity, areas of responsibility should be worked out. If New Philadelphia is business, for example, Uhrichsville could be arts and crafts, etc. A booklet could be prepared showing areas of strength in the individual, co-operating libraries.

9. All libraries should have a written book selection policy, approved by the Board of Trustees.

10. All libraries should consider the basic reference list in Appendix A. In regard to encyclopedias, I feel strongly everyone should have had a 1970 edition of an encyclopedia (adult or juvenile). Since most libraries did not, they should add a 1971 encyclopedia. A 1969 copyright is going to look a lot older in 1971 or 1972 than a 1967 copyright looked in 1969. In addition, the practice of continuous revision on the part of encyclopedia publishers makes an encyclopedia date rather swiftly. I recommend 10 years as the library life of an encyclopedia--less if funds permit. No older edition (except the classic Britannica Ninth or Eleventh editions, etc.) should be stocked by a library, even circulating. There is simply too much incorrect and/or misleading information scattered throughout. Even though some articles are adequate, the heavy use encyclopedias receive demand up-to-dateness. I also recommend each library maintain yearbooks for one encyclopedia at least.

11. The Merit Student Encyclopedia should be in all smaller libraries. This work is very good for science on a basic level (junior high and up). I feel McGraw-Hill Encyclopedia of Science and Industry is too much for the smaller libraries--price-wise and content-wise. The 1971 edition is coming out in January and should certainly be ordered for the three large libraries. All other libraries should

make do with the McGraw-Hill Annuals and World Book's Science Year (both on standing order) to supplement their periodicals and other holdings. Should demand develop, the full set of McGraw-Hill could be added.

12. The Federal Tax Guide may be considered a luxury item for all libraries, but this is one usable reference tool that crosses all lines and could benefit all members of the community and could exemplify the up-grading of the reference collection. It must be made known to the community that it is available, of course.
13. I feel it is essential that all libraries maintain the current Ohio Code.
14. More government documents and statistics should be in each library.
15. Those libraries who have the Abridged Readers Guide should switch immediately to the Unabridged edition. Cooperative ventures would require this.
16. Standing orders should be initiated for items needed annually, such as the Occupational Outlook Handbook, Congressional Directory, etc.
17. If funds do not permit all items on this list to be purchased (and, of course, many libraries already have many if not most of the items), one large item that could be postponed is the new International Encyclopedia of the Social Sciences.
18. The Monthly Catalog should be available everywhere, examined by all and marked for suggestions to refer to the Documents specialty library. (Coshocton?)
19. The practice of an individual small library ordering and cataloging its own books should be stopped. A centralized processing center should be utilized. (One librarian who must do her own cataloging says she follows Booklist or some similar source in cataloging--and

if all else fails, as a last resort she'll turn to Dewey.) This could be tied in, perhaps, to a cooperative venture in selection, reviewing, etc. An ALSO, of course, could handle this as well.

20. Massive doses of publicity and public relations efforts will be needed to acquaint the community with new reference sources, etc. Staff must be trained in the use of the new materials in their libraries as well as acquainted with what is available in the other, cooperating libraries. All these things are, I understand, part of the project.

IN CONCLUSION

The librarians in this group have set themselves a very difficult task. Their dedication and enthusiasm are going to be very helpful, but they'll need more than that--especially money. I would hestitate at this point to estimate how much it will cost to up-grade and strengthen and provide the service the librarians envision. But, as John Frantz once said, money only solves financial problems.

Should more libraries join the eight of this project, perhaps something resembling an ALSO could evolve. This would certainly simplify, and lessen the overall costs of, administration and efficacious book selection.

If some of my findings or recommendations make an individual librarian angry here or frustrated there, she can console herself with the knowledge that she asked for it. No one requesting a survey expects or should hear too many gratifying things. If any librarian feels her collection was not fairly evaluated, she can console herself with the knowledge that the collection just wasn't good enough; and now she can get busy and make it better.

APPENDIX A

RECOMMENDED BASIC REFERENCE COLLECTION

1. Every library should have all the following, not less than five years old, Reference. One of them should be a 1971:

   ENCYCLOPEDIA AMERICANA
   ENCYCLOPEDIA BRITANNICA
   COLLIERS ENCYCLOPEDIA
   WORLD BOOK ENCYCLOPEDIA
   COMPTON'S ENCYCLOPEDIA
   MERIT STUDENTS ENCYCLOPEDIA

2. WORLD ALMANAC (Standing order)

3. OHIO CODE (Probably Baldwin's Service) (Standing Order)

4. MCGRAW-HILL ENCYCLOPEDIA OF SCIENCE AND TECHNOLOGY ANNUAL, 1970-- (Standing order)

5. HANDBOOK OF CHEMISTRY AND PHYSICS (Latest)

6. READERS GUIDE (Unabridged edition)

7. FACTS ON FILE or
   KEESINGS ARCHIVES (Dover, New Phil. and Coshocton should possibly have both)

8. BETTER HOMES AND GARDENS FAMILY MEDICAL GUIDE

9. CCH TAX SERVICE

10. CAMPBELL'S READERS ENCYCLOPEDIA OF SHAKESPEARE

11. MONTHLY CATALOG

12. BUREAU OF CENSUS PUBLICATIONS (Ohio): BUDGET IN BRIEF, ECONOMIC REPORT OF THE PRESIDENT and other Govt. documents--LATEST EDITIONS OF CONGRESSIONAL DIRECTORY AND GOVERNMENT ORGANIZATION MANUAL.

13. ENCYCLOPEDIA OF ASSOCIATIONS AND ANNUAL SERVICE

14. MCGRAW-HILL DICTIONARY OF MODERN ECONOMICS

15. INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES

16. NEGRO HANDBOOK and either AMERICAN NEGRO REFERENCE BOOK or PLOSKI'S NEGRO ALMANAC

17. SOUTH AMERICAN HANDBOOK (not more than five years old)

18. HISTORICAL STATISTICS OF THE U.S.

19. STATISTICAL ABSTRACT (Standing order)

20. ROBERTS RULES OF ORDER 1970 edition (one reference and one circulating)

21. KLING'S COMPLETE GUIDE TO EVERYDAY LAW

22. VOGUE'S BOOK OF ETIQUETTE (or Vanderbilt or Post in a recent edition) (Reference for one of them--others circ.)

23. CHASE'S CALENDAR OF EVENTS (Standing order)

24. LOVEJOY'S COLLEGE GUIDE, CAREER AND VOCATIONAL SCHOOL GUIDE

25. FEINGOLD'S SCHOLARSHIPS, FELLOWSHIPS AND LOANS (3 volumes)

26. OCCUPATIONAL HANDBOOK (Standing order) (1 Reference and 1 circ.)

27. Hiscox's HENLEY'S 20TH CENTURY BOOK OF FORMULARS.

28. MERCK INDEX

29. BARLOW'S TABLES

30. NFPA HANDBOOK OF THE NATIONAL ELECTRICAL CODE (plus local codes)

31. GLENN'S OR MOTOR'S AUTO REPAIR--preferably both with one or the other circ. (Standing order)

32. GRAY'S ANATOMY

33. RED CROSS FIRST AID TEXT BOOK (1 Reference and 1 circ.)

34. MOORE'S HOW TO CLEAN EVERYTHING (1 Reference and 1 circ.)

35. TAYLOR'S ENCYCLOPEDIA OF GARDENING (Reference OR circ.)

36. OXFORD CLASSICAL DICTIONARY

37. HAMILTON'S MYTHOLOGY (Reference OR circ.)

38. COLUMBIA LIPPINCOTT GAZETEER - latest

39. LANGER'S ENCYCLOPEDIA OF WORLD HISTORY

40. COMMAGER'S DOCUMENTS OF AMERICAN HISTORY (Latest) (Reference OR circ.)

41. GROWTH OF THE AMERICAN REPUBLIC (1970 ed. 2 vols.) (Reference OR circ.)

42. PARES' HISTORY OF RUSSIA (Reference OR circ.)

43. CURRENT BIOGRAPHY (bound volumes and current service)

44. NEW CENTURY CYCLOPEDIA OF NAMES

45. DOANE'S SEARCHING FORYOUR ANCESTORS (Latest) (Reference OR circ.)

46. CAMBRIDGE HISTORY OF ENGLISH LITERATURE (set)

47. SPILLER'S LITERARY HISTORY OF THE U.S.

48. DICTIONARY OF AMERICAN BIOGRAPHY (and supps.)

49. DICTIONARY OF AMERICAN HISTORY

50. REINFELD'S CATALOG OF WORLD'S MOST POPULAR COINS (Latest) (Reference OR circ.)